

NEW JERSEY DEPARTMENT OF AGRICULTURE

P.O. Box 330, Trenton, New Jersey 08625
www.state.nj.us/agriculture

POSITION TITLE: Public Affairs Assistant (UNCLASSIFIED)

ISSUE DATE: July 5, 2016

CLOSING DATE: July 18, 2016

SALARY RANGE: \$55,000 - \$65,000

ANNOUNCEMENT NUMBER: 20-16

LOCATION: Trenton, New Jersey
Office of the Secretary

POSITION DESCRIPTION

Under the direct supervision of the Chief of Staff, responsible for compilation, dissemination and coordination of information concerning department facilities, events, and programs, including all published materials and visual communications.

Responsibilities include, but are not limited to:

- Drafting media advisories, press releases, magazine articles and other material as required
- Coordinating with Governor's office on communications, scheduling and event planning
- Developing and maintaining media contacts, responding to requests for interviews and information
- Managing website content and media campaigns
- Creating and/or reviewing departmental media materials; suggesting ideas for features that may be deemed important, and reviewing/revising completed material when necessary
- Preparing correspondence and reports in the course of official duties and assisting with the establishment and maintenance of essential records and files
- Coordinating department events and appearances, including scouting locations, issuing advisories, releases, invitations and photographing on location
- Maintaining cooperative relationships with key managerial personnel of various divisions and other technical personnel to keep informed of various programs and plans
- Responding to inquiries on various programs and operations of the department; providing background information needed for staff preparation of feature stories, broadcasts or interviews
- Participating in emergency response activities including staffing at the Regional Operations Intelligence Center during emergency activations; handling all necessary emergency communications functions.

REQUIREMENTS

EDUCATION: Bachelor's degree in public relations, communications, journalism or in a discipline appropriate to the position.

EXPERIENCE AND SKILLS: Professional experience in the public relations or communications field or a field related to the area of assignment. Excellent written and verbal communication skills and computer knowledge are required.

Note: Foreign transcripts must be evaluated by a recognized evaluation service at your expense. Submit a copy of the evaluation with each application that requires a college degree or credits. For additional information, please refer to the Civil Service Commission website at: <http://www.state.nj.us/csc/seekers/about/steps/step2.html>

LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle rather than employee mobility is necessary to perform the essential duties of the position.

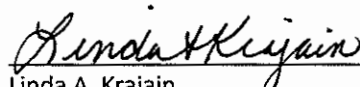
RESIDENCY LAW: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," which became effective September 1, 2011, all persons newly hired by the Executive Branch on or after that date shall have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey. New Jersey State employees hired prior to September 1, 2011 who transfer from within the Executive Branch or from another State of New Jersey appointing authority without a break in service greater than seven days but who reside outside the State of New Jersey are not required to change their principal residence to New Jersey in order to comply with the act.

AUTHORIZATION TO WORK: Selected candidate must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services regulations. **Note:** The State of New Jersey does not provide sponsorships for permanent residency to the United States or work visa.

APPLICANT INFORMATION

Applicants should submit a cover letter with announcement number, resume, and college transcripts by the closing date to: Heather Knox, Personnel Assistant 3, New Jersey Department of Agriculture, Office of Human Resources, P.O. Box 330, Trenton, NJ 08625.

POSTING AUTHORIZED BY:


Linda A. Krajain
Manager, Human Resources

The New Jersey Department of Agriculture is an Equal Opportunity/Affirmative Action Employer
Minorities and women are encouraged to apply.